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8 February 1968

MEMORANDUM FOR: Deputy Director for Science and Technology
 SUBJECT : Contract Planning for Quarterly Reviews

1. I believe that the information summarized below will be of specific interest to you in view of the significance of the Quarterly Reviews to the total planning process.

2. As we planned for recent Quarterly Reviews and analyzed the data in the C.I.S., we noticed considerable divergence between contract actions forecast at the Reviews and the actions subsequently processed as contract packages. Following the second Quarterly Review, we kept detailed records of the activity of each office for that entire quarter. The results, by office, are as follows:

OEL - 14 contracts were projected for the second quarter. Of these, one was processed and portions of two others were reprogrammed to two new contracts processed during the quarter. In addition, five other new contracts were processed.

OCS - 1 contract was projected for the second quarter and later changed to the third quarter. A portion of a third quarter contract was processed in the second quarter.

OSI - 4 contracts were projected for the second quarter of which one was processed, two changed to the third quarter, and one deferred. No unplanned activity was processed in the second quarter.

ORD - 72 contracts were projected for the second quarter of which 21 were processed. In addition, 66 new (previously not projected) contracts were processed. We could not determine how many of these represented reprogramming from the 51 projected contracts not processed during the second quarter.

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